

## POSITION VACANCY ANNOUNCEMENT

Announcement No: 12-25  
Opening Date: December 09, 2012  
Closing Date: December 12, 2012

**Position Title/Series/Grade:** **Copy Clerk  
(Office Automation Assistant)  
GS-0326-05**

**Positions Available:** **One**

**Salary Range:** **GS-5 \$34,075 - \$44,293**

**Promotion Potential:** **GS-6**

**Location:** **United States Tax Court  
Office of the Clerk of the Court  
Case Services Division  
Records & Reproduction**

**Area of Consideration:** **U.S. Citizens  
(This is an excepted service, at-will position)**

**Duties:** This position is located in the Office of the Clerk of the Court, Case Services Division, Records and Reproduction Section. The section is responsible for maintaining approximately 100,000 case files in the Court's inventory, copying documents for the public, performing daily mail distributions to all chambers and other Court offices, and all mass-reproductions services for the Court. At times this position requires standing for long periods and lifting, pushing and pulling a variety of items.

### **Screen Out Factors:**

Applicants must be U.S. Citizens; and  
One year of experience using office automation software -- including desktop publishing software, such as Adobe Creative Suite; and  
Have a valid driver's license; and  
Have the ability to lift up to 50 pounds.

### **Special Rating Factors: (Knowledge, Skills, and Abilities Required By the Position)**

1. Ability to perform bulk copy jobs including pamphlets, brochures, oversized posters, and notebooks.

2. Knowledge of office automation software packages similar to Adobe Creative Suite.
3. Skill in operating a personal computer, printer, mail metering machine, and a variety of other office automation equipment.
4. Demonstrated skill in reviewing documents for proper grammar, spelling, syllabification, and punctuation.

**Basis of Rating:** This position contains screen out factors (SOF) that are part of the minimum requirement of the position. If you do not meet the SOF, you are ineligible for further consideration. If you meet the SOF, your rating will be based on an evaluation of your experience as it relates to the special rating factors.

**How Your Application Will Be Rated:** Applicants will be rated using a Category Rating system. If you meet the eligibility and qualification requirements for this position, you will be rated on your possession of the competencies listed above. Based on the extent and quality of your experience, education, and training in relation to these competencies, you will be placed into one of the following categories:

**Best Qualified** - Meets the basic qualification requirements and has successful experience in the same or similar job and has demonstrated superior proficiency in the special rating factors for this position.

**Qualified** - Meets the basic qualification requirements.

**Documents Required to Apply:** In order to be considered for the position, applicants **MUST** submit a cover letter stating the position to which they are applying and provide any supplemental information that may be necessary to address the screen out factors and special rating factors listed in this vacancy announcement. In addition, applicants **MUST** submit a resume or USTC-001 (available at [www.ustaxcourt.gov](http://www.ustaxcourt.gov)) but not both that provides sufficient information to substantiate that the screen out factors are met and assess the applicant's ability to perform the special rating factors listed. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. The examining Office of Human Resources (OHR) makes the final determination concerning applicant ratings.

**Additional Information:**

Employees may be required to complete a 52-week probationary period.

A Juris Doctorate is not required to hold this position.

Any male applicant born after December 31, 1959, and subsequently selected for this position must certify prior to appointment that he is registered for the military selective service. Not having registered with the selective service may disqualify an applicant from employment

consideration.

Relocation expenses are not authorized for any selected applicant, and any travel expenses incurred for an interview will not be reimbursed by the Tax Court.

U.S. citizenship is required.

The U.S. Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

A preliminary suitability determination and security background check will be conducted on all new hires.

**Application of Preference Eligibles:** Preference eligibles will be placed above non-preference eligibles within each rating category. Preference eligibles who meet the eligibility and qualification requirements and who have a compensable service-connected disability of at least 10 percent are listed in the highest quality category, except when the position being filled is scientific or professional at the GS-9 level or higher.

**Special Appointment Authority Information:** In accordance with the Veterans Employment Opportunities Act (VEOA) of 1998, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may also apply. **You must provide documentation of veterans' preference or military service (e.g., SF-15, DD-214), if applicable.**

**How to Apply:** Applicants cannot submit a resume via USAJobs. Rather, applicants must submit all application materials explained in this vacancy announcement directly to:

**The United States Tax Court  
Office of Human Resources, Room 106  
400 Second Street, NW  
Washington, DC 20217**

Complete application materials must be received in the Office of Human Resources by the closing date of this vacancy announcement. To ensure that your application materials are received by the closing date of this vacancy posting, you may fax all your application materials to (202)521-4568 or email all application materials to [humanresources@ustaxcourt.gov](mailto:humanresources@ustaxcourt.gov). For additional information, call the Office of Human Resources at (202)521-4700.

**FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.**

The United States Tax Court is an equal opportunity employer.